

# **DULUTH PUBLIC LIBRARY BOARD**

## **Notice of Meeting**

**DATE:** January 6, 2026

**TIME:** 4:30 PM

**LOCATION:** Main Library (520 W. Superior St.) Gold Room

## **Agenda**

### **Call to Order**

Welcome and introductions

Review and approve agenda

Approve minutes of December 2, 2025 meeting

Public comment

### **Reports**

Library Manager's Report – Powers

Library Usage Report – Powers

Foundation Report – Arezzo

Guest staff member – Jessica McLamb-Manor

### **Old Business**

Safety update

Main Library facility/regional library services district

2026 budget

Advocacy update

### **New Business**

MLA e-book legislation

### **Adjournment**

**Next meeting: February 3, 2026 at 4:30 PM in Main Library Gold Room**

# Duluth Public Library Board Meeting Minutes

## December 2, 2025

### Call to Order

**Present:** Carlee Bladl, Bill Arezzo, Sarah Kessler, Sue Henke, Jose Gonzalez, Lizzy Luoma

**Also in attendance:** Carla Powers

**Absent:** Ellen Hatfield, Lori Steinbach

The meeting was called to order at 4:37 PM by Bill Arezzo, President

### Review and Approve Agenda

Motion by Gonzalez, seconded by Luoma, to approve the agenda as drafted. Passed unanimously.

### Approve Minutes

Motion by Henke, seconded by Gonzalez, to approve the minutes of the October 7, 2025 meeting as amended. Passed unanimously

### Reports

#### Library Manager's report

- Update given a project to shift collections at the Mount Royal Branch. The branch was closed on Friday, Nov. 21 to interfile the adult genre fiction collections with the rest of adult fiction. Staff came in on Friday and Saturday to do the work.
- There was an update on the teen craft fair that took place at the Depot on Nov. 15.
- YMCA passes will soon be available to check out at the library.
- The Winter Reading Program will begin on Saturday, Dec. 20.
- Jolabokaflod will take place on Dec. 20 at the Depot.
- Noon Year's Eve will be celebrated at the Main Library on Wednesday, Dec. 31.
- Staffing update: Library is in the process of hiring two Library Technicians and one Librarian I. A second Librarian I position was cut as part of the 2026 budget planning process.
- Reviewed library usage statistics. Overall, usage is trending well. Auto-renewal has likely boosted print circulation statistics.

#### Foundation report

- The Great North Star Read Together, Gourd Days, and the Books & Buzzers events all went incredibly well and were very well attended.

### Friends of the Library report

- The Friends Board discussed creating a gift policy to cover any potential large monetary donations.
- The Friends received an email about book dealers accessing the annual book sale on member day. No action was taken at this time.
- The Friends Board is starting to develop a plan to transition the newsletter from print only to print and electronic delivery.

## **Old Business**

### Safety update

- The vestibule at Main will now remain closed until 10 AM every day.
- There has been an uptick in behavior events over the past two weeks.
- Some extra duty police shifts have gone unfilled over the past few weeks.

### Main Library facility/regional library services district

- No updates.
- HUD grant proposal needs to be presented to the Mayor for approval. This has been on hold during recent transitions at the director level.

### 2026 budget

- Some restructuring of the Property, Parks and Library Department is expected.

### Advocacy update

- Erin Kreeger will be reaching out to new City Councilors to share information about the library.

## **New Business**

### 2026 meeting schedule options

- It was decided to continue meeting on the first Tuesday of the month for now.
- Meeting dates can be changed in the future if needed.

## **Adjournment**

Meeting adjourned at 5:50 PM

# Library Manager's Report

## January 2026

**Winter Reading Program.** This year's Winter Reading program kicked off on Saturday, Dec. 20 with DPL's annual Jolabokaflod event. This event is based on the Icelandic tradition of a "holiday book flood." It included free books and cocoa, craft projects, cultural presentations by the Nordic Center Duluth, music, and a presentation on aurora borealis. Over 250 people attended.

**Noon Year's Eve.** Another annual library event, Noon Year's Eve, took place on Dec. 31. It included a dance party, crafts, snacks, games, and noise makers, all geared toward children from birth to grade 2. The highlight of the event was a countdown to 12 noon, followed by a balloon drop near the library's central staircase. The program was well attended, as usual, with about 260 kids and caregivers participating.

**Induction Cooking Kits.** Thanks to a grant provided by the Sustainable Resource Center and administered by the Arrowhead Library System, DPL will receive three induction cooking kits for checkout later this month. Each kit will include an induction cooktop with an instruction manual as well as a stainless steel pot, pan, and lid. A kit will be housed at each library location and must be checked out there. The kits will not be requestable through interlibrary loan.

**ADA Title II.** City of Duluth departments and divisions, including the library, are preparing for Title II of the Americans with Disabilities Act to go into effect in April. ADA Title II requires state and local governments to ensure their online content is accessible for people with disabilities. DPL's website is compliant. However, all documents posted to the website also must be fully accessible to people who use screen readers. Last month all City of Duluth employees were required to complete training on how to create accessible documents in Microsoft Word and Adobe.

### **Staffing Update.**

- Final interviews with three candidates for the Librarian I position in Adult Services will take place on Jan. 5.
- A new full-time Library Technician has been hired for the West Duluth Branch. She will start work on Jan. 12.
- The current Senior Library Technician at Mount Royal will be stepping into the half-time Library Technician position on Feb. 9. I am seeking approval to fill the soon-to-be-vacant Senior Tech position, which will be posted internally.

MAIN																
2025 Hours, Visitors, Circulation, Internet Users																
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD		
Days open	25	23	26	25	24	20	22	21	25	26	22		259	260	100%	
Hours open	202	185	206	202	190	161	184	171	202	209	172		2,084	2,115	99%	
Visitors	12449	13031	13970	13782	11944	12695	13216	11367	12390	12676	10986	0	138,503	144,700	96%	
Internet uses Labs	1929	1746	1910	1888	1706	1481	1472	1437	1706	1717	1518		18,510	19,824	93%	
Internet uses laptops	28	22	49	38	47	53	30	64	44	62	51		488	442	110%	
Internet total	1957	1768	1959	1926	1753	1534	1502	1501	1750	1779	1569	0	18,998	20,252	94%	
Circulation print,av	19912	19014	22082	20672	19167	20695	22169	26867	26776	27164	26660		251,178	236,353	106%	
Circulation OverDrive	13616	11905	13430	13239	13227	13341	13911	14449	13993	14595	13480		149,186	118,845	126%	
Circulation Hoopla	3306	3167	3636	2897	2557	2536	2596	2591	2444	2624	2973		31,327	28,121	111%	
Circulation - LLG	21	30	0	0	17	108	119	152	91	32	7		577	320	180%	
Circulation - Other***	429	424	519	470	419	449	493	537	562	527	518		5,347	4,524	118%	
Circulation total	37284	34540	39667	37278	35387	37129	39288	44596	43866	44942	43638	0	437,615	383,639	114%	
In Person Programming Attendance*	803	2457	525	1024	1159	2231	2483	3113	1512	1051	847		17,205	17,935	96%	
Virtual Attendance**	0	25	40	13	0	6	0	3	3	25	0		115	179	64%	
Self-Directed Participation	407	202	150	427	270	200	163	246	131	0	211		2,407	5,271	46%	
Programming Attendance TOTAL	1210	2684	715	1464	1429	2437	2646	3362	1646	1076	1058	0	19,727	23,385	84%	

\*includes on and off-site programs

\*\*includes live and recorded

MT ROYAL																
2025 Hours, Visitors, Circulation, Internet Users																
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD		
Days open	21	19	21	21	21	20	22	21	21	22	16		225	227	99%	
Hours open	168	154	174	174	168	167	181	171	171	178	136		1,842	1,847	100%	
Visitors	9109	8548	9654	9397	9176	12178	13055	12006	10028	10715	8617		112,481	99,396	113%	
Internet uses Labs	556	545	670	671	702	734	752	751	732	717	572		7,402	6,361	116%	
Internet uses laptops	9	6	9	5	5	6	1	6	3	7	2		59	51	116%	
Internet total	565	551	679	676	707	740	753	757	735	724	574	0	7,461	6,412	116%	
Circulation print,av	21971	19729	22227	21368	20172	24010	25666	30783	28938	27859	24749		267,472	246,810	108%	
Circulation - Other***	52	57	53	71	63	88	105	103	94	93	58		837	573	146%	
In Person Programming Attendance*	402	498	605	768	555	961	627	425	585	616	549		6,591	5,612	117%	
Virtual Attendance**	0	9	8	7	4	0	0	0	13	7	0		48	12	400%	
Self-Directed Participation	1104	696	391	206	513	1071	1703	947	466	214	200		7,511	9,636	78%	
Programming Attendance TOTAL	1506	1203	1004	981	1072	2032	2330	1372	1064	837	749	0	14,150	15,260	93%	

\*includes on and off-site programs

\*\*includes live and recorded

WEST DULUTH																
2025 Hours, Visitors, Circulation, Internet Users																
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD		
Days open	21	19	21	21	21	20	22	21	21	22	17		226	227	100%	
Hours open	174	157	171	174	174	161	184	171	174	181	137		1,858	1,875	99%	
Visitors	5341	5091	5942	5634	5302	5593	7065	6468	5382	5869	4579		62,264	59,455	105%	
Internet uses Labs	465	533	578	576	569	498	708	728	582	534	469		6,240	4,752	131%	
Internet uses laptops	8	4	0	2	1	3	3	0	1	1	2		25	16	156%	
Internet total	473	537	578	578	570	501	711	728	583	535	471	0	6,265	4,768	131%	
Circulation print,av	8428	7650	8681	8306	8108	8579	9598	11593	10340	10225	9481		100,989	95,632	106%	
Circulation - Other***	10	26	56	51	57	65	65	49	42	48	34		503	326	154%	
In Person Programming Attendance*	320	266	369	247	273	307	315	279	211	363	252		3,202	3,657	88%	
Virtual Attendance**	0	0	0	0	0	0	0	0	0	0	0		-	-	0%	
Self-Directed Participation	158	134	239	239	181	125	229	65	173	59	96		1,698	2,598	65%	
Programming Attendance TOTAL	478	400	608	486	454	432	544	344	384	422	348	0	4,900	6,255	78%	

\*includes on and off-site programs

\*\*includes live and recorded

TOTAL MAIN AND BRANCHES																
2025 Hours, Visitors, Circulation, Internet Users																
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD		
Visitors	26898	26669	29566	28813	26422	30465	33336	29840	27799	29260	24181	0	313,247	303,550	103%	
Internet uses Labs	2950	2824	3158	3135	2977	2713	2932	2916	3020	2968	2559	0	32,152	30,937	104%	
Internet uses laptops	45	32	58	45	53	62	34	70	48	70	55	0	572	495	116%	
Internet total	2995	2856	3216	3180	3030	2775	2966	2986	3068	3038	2614	0	32,724	31,432	104%	
Circulation print,av	50332	46423	52990	50346	47464	53392	57552	69395	66145	65280	60897	0	620,216	579,115	107%	
Circulation OverDrive	13616	11905	13430	13239	13227	13341	13911	14449	13993	14595	13480	0	149,186	118,845	126%	
Circulation Hoopla	3306	3167	3636	2897	2557	2536	2596	2591	2444	2624	2973	0	31,327	28,121	111%	
Circulation - Other***	491	507	628	592	539	602	663	689	698	668	610	0	6,687	5,423	123%	
Circulation total	67745	61495	70056	66482	63248	69269	74059	86435	82582	82499	77350	0	801,220	731,504	110%	
In Person Programming Attendance*	1525	3221	1499	2039	1987	3499	3425	3817	2308	2030	1648	0	26,998	27,204	99%	
Virtual Attendance**	0	34	48	20	4	6	0	3	16	32	0	0	163	191	85%	
Self-Directed Participation	1669	1032	780	872	964	1396	2095	1258	770	273	507	0	11,616	17,505	66%	
Programming Attendance TOTAL	3194	4287	2327	2931	2955	4901	5520	5078	3094	2335	2155	0	38,777	44,900	86%	

\*includes on and off-site programs

\*\*includes live and recorded

\*\*\*Circulation - Other:

Computer Accessories, Toys, Toy Bag, Electric Meters, Hotspots, Community Passes, Puzzles, Ereaders

Visitors: New door counters installed in June 6, 2025

Circulation print, av: Auto-renewals started August 1, 2025

## **Foundation Report to the Library Board**

### **January 2026**

The Library Foundation Board met on December 10, 2025 in the Library Gold room.

- The 2026 annual Foundation budget was presented to the board and approved.
- The 2026 Investment Policy Statement was presented to the board and approved.
- The board approved the 2025 annual gift disbursement and the Sklaris Innovation Fund disbursement to the Duluth Public Library. The disbursement represents 3% of the investment account's and fund's value based on a 36-month rolling average. This will result in approximately \$65,000 as an annual gift from the Foundation. In addition, approximately \$800 will be distributed from the Sklaris Fund. Added to these will be various pass through grants etc., that will bring the total distributed to the library to about \$80,000. These funds will be distributed prior to year end.
- Fundraising for the Downtown Children's Section project is proceeding with about \$230,000 committed thus far on the \$350,000 budget. The first 6 months of 2026 will be used to finish up the fundraising for this project. Work will begin in the fall of 2026.
- Books & Buzzers was very successful, grossing about \$112,000 and netting about \$75,000 for the Children's Section project.
- A new 3 year strategic plan was approved.
- Give to the Max Day raised about \$25,000.
- The Foundation's proposal to host best selling children's author Mac Barnett, the current National Ambassador for Young People's Literature, was selected from 350+ applications. It was one of only 5 chosen nationwide.
- The next Foundation Board meeting will be held on Wednesday, January 14.

*Prepared by Bill Arezzo*

\* No Friends of the Library report this month, as the Friends did not meet in December.